



Washoe County Health District



Public Health
Prevent. Promote. Protect.
 CM/ACM _____
 Finance _____
 DA _____
 Risk Mgt. _____
 HR _____
 Other _____

STAFF REPORT
BOARD MEETING DATE: January 13, 2015

DATE: December 2, 2014
TO: Board of County Commissioners
FROM: Erin Dixon, Fiscal Compliance Officer, Washoe County Health District
 775-328-2419, edixon@washoecounty.us
THROUGH: Anna Heenan, Administrative Health Services Officer, Washoe County
 Health District, 775-328-2417, ahenan@washoecounty.us

SUBJECT: Approve amendments [increase of \$69,151] in both revenue and expense to the FY15 Advancing Conformance with the Voluntary National Retail Food Regulatory Grant Program (VNRFRPS), IO 11088; and if approved direct the Comptroller’s Office to make the appropriate budget adjustment--Health District. (All Commission Districts)

SUMMARY

The Washoe Board of County Commissioners must approve amendments to the adopted fiscal year budget and direct the Finance Department to make the appropriate budget adjustments.

BCC Strategic Objective supported by this item: Safe, Secure and Healthy Communities.

District Board of Health strategic priority: Protect population from health problems and health hazards.

PREVIOUS ACTION

There has been no previous action this fiscal year.

BACKGROUND

The Washoe County Health District (District) received a Notice of Grant Award from U.S. Department of Health and Human Services, Food and Drug Administration in the amount of \$346,500 (\$69,300 per year), for the period September 12, 2012 through June

AGENDA ITEM # *8C*

30, 2017 in support of the VNRFRPS Grant Program, IO 11088. The program did not expend all funds in Year 2 and carry forward in the amount of \$76,834 has been approved by the funder. A copy of the Cooperative Agreement is attached. These amendments were approved by the DBOH on December 18, 2014.

FISCAL IMPACT

Should the Board approve these budget amendments, the adopted FY15 budget will be **increased by \$69,151.00** in the following accounts:

<u>Account Number</u>	<u>Description</u>	<u>Amount of Increase/(Decrease)</u>
2002-IO-11088-431100	Federal Revenue	\$69,151
-701110	Base Salaries	\$5,000
-710100	Professional Services	\$36,691
-710300	Operating Supplies	\$2,000
-710360	Postage	\$1,530
-710502	Printing	(\$1,000)
-710546	Advertising	\$1,530
-711210	Travel	\$9,400
-711504	Equipment (NonCapital)	\$14,000
	Total Expenditures	\$69,151

The difference between the carry forward award of \$76,834 and the budget amendment of \$69,151 is \$7,683 which will be collected in indirect revenue. No budget adjustment is needed for the indirect revenue.

RECOMMENDATION

Staff recommends that the Washoe County Board of County Commissioners approve amendments [increase of \$69,151] in both revenue and expense to the FY15 Advancing Conformance with the Voluntary National Retail Food Regulatory Grant Program (VNRFRPS), IO 11088; and if approved direct the Comptroller’s Office to make the appropriate budget adjustments.

POSSIBLE MOTION

Move to approve amendments [increase of \$69,151] in both revenue and expense to the FY15 Advancing Conformance with the Voluntary National Retail Food Regulatory Grant Program (VNRFRPS), IO 11088; and if approved direct the Comptroller’s Office to make the appropriate budget adjustments.



**RESEARCH DEMONSTRATION COOPERATIVE
AGREEMENTS**
Department of Health and Human Services
FOOD AND DRUG ADMINISTRATION

Notice of Grant Award

Issue Date: 06/24/2014



Grant Number: 5U18FD004668-03
FAIN: U18FD004668

Principal Investigator:
Tony Macaluso

Project Title: Limited Competition: Advancing Conformance with the Voluntary National Retail
Fo

Mr. Macaluso, Tony
Environmental Health Specialist Supervisor
PO Box 11130
Reno, NV 895200027

Award e-mailed to: genfield@washoecounty.us

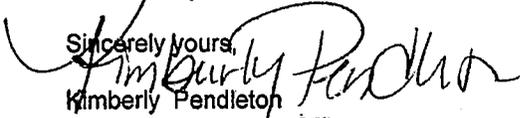
Budget Period: 07/01/2014 – 06/30/2015
Project Period: 09/12/2012 – 06/30/2017

Dear Business Official:

The Food and Drug Administration hereby awards a grant in the amount of \$69,300 (see "Award Calculation" in Section I and "Terms and Conditions" in Section III) to COUNTY OF WASHOE in support of the above referenced project. This award is pursuant to the authority of PHS Act, Sec 1706, 42 USC 300u-5, as amended; Sec 2(d), PL 98-551 and is subject to the requirements of this statute and regulation and of other referenced, incorporated or attached terms and conditions.

Acceptance of this award including the "Terms and Conditions" is acknowledged by the grantee when funds are drawn down or otherwise obtained from the grant payment system.

If you have any questions about this award, please contact the Grants Management Specialist and the Project Officer listed in the terms and conditions.

Sincerely yours,

Kimberly Pendleton
Grants Management Officer
Office of Acquisitions & Grants Services
Division of Acquisition Support and Grants
Grants & Assistance Team
FOOD AND DRUG ADMINISTRATION

See additional information below

SECTION I – AWARD DATA – 5U18FD004668-03

Award Calculation (U.S. Dollars)

Salaries and Wages \$5,000
 Personnel Costs (Subtotal) \$5,000
 Consultant Services \$96,691
 Equipment \$14,000
 Supplies \$2,000
 Travel Costs \$9,400
 Other Costs \$5,060

Federal Direct Costs \$132,151
 Federal F&A Costs \$13,983
 Approved Budget \$146,134
 Federal Share \$146,134
 Less Unobligated Balance \$76,834
TOTAL FEDERAL AWARD AMOUNT \$69,300

AMOUNT OF THIS ACTION (FEDERAL SHARE) \$69,300

SUMMARY TOTALS FOR ALL YEARS			
YR	THIS AWARD	CUMULATIVE TOTALS	
3	\$69,300	\$69,300	\$69,300
4	\$69,300	\$69,300	\$69,300
5	\$69,300	\$69,300	\$69,300

* Recommended future year total cost support, subject to the availability of funds and satisfactory progress of the project.

Fiscal Information:

CFDA Number: 93.103
 EIN: 1886000138A1
 Document Number: UFD004668A
 Fiscal Year: 2014

IC	CAN	2014	2015	2016
FD	6990928	\$69,300	\$69,300	\$69,300

* Recommended future year total cost support, subject to the availability of funds and satisfactory progress of the project.

FDA Administrative Data:

PCC: / OC: 414P / Processed: ERAAPPS 06/24/2014

SECTION II – PAYMENT/HOTLINE INFORMATION – 5U18FD004668-03

PHS policy requires that you be informed that the DHHS Inspector General maintains a toll free telephone number (800-368-5779) for receiving information concerning fraud, waste and abuse under the grants and cooperative agreements. Such reports will be kept confidential and callers may decline to give their names if they choose to remain anonymous.

Payments under this award will be made available through the DHHS Payment Management System (PMS), PMS is administered by the Division of Federal Assistance Financing (DFAF),

Office of the Deputy Assistant Secretary, Finance, which will forward instructions for obtaining payments. Inquiries regarding the payment should be directed to:

Division of Federal Assistance Financing
DASP/DASF/OS/DHHS
P.O. Box 6021
Rockville, MD 20852
Telephone Number: 877-614-5533

Grantees are asked to register in the Central Contractor Registration (CCR) database. Information about CCR is available at http://www.grants.gov/applicants/register_ccr.jsp. This registration will be required as electronic grant processing is implemented.

SECTION III – TERMS AND CONDITIONS – 5U18FD004668-03

This award is based on the application submitted to, and as approved by, FDA on the above-title project and is subject to the terms and conditions incorporated either directly or by reference in the following:

- a. The grant program legislation and program regulation cited in this Notice of Grant Award.
- b. The restrictions on the expenditure of federal funds in appropriations acts to the extent those restrictions are pertinent to the award.
- c. 45 CFR Part 74 or 45 CFR Part 92 as applicable.
- d. The PHS Grants Policy Statement, including addenda in effect as of the beginning date of the budget period.
- e. An annual Financial Status Report (SF-269) is required. An original and two copies of this report must be submitted to the FDA Grants Management Officer within 90 days after the expiration date of the budget period.
- f. A Final Program Report, Financial Status Report and Invention Statement must be submitted within 90 days after the expiration date of the project period.
- g. This award notice, including the terms and conditions cited below.

This award has been assigned the Federal Award Identification Number (FAIN) U18FD004668. Recipients must document the assigned FAIN on each consortium/subaward issued under this award.

Treatment of Program Income: Additional Costs

SECTION IV – FD Special Terms and Condition – 5U18FD004668-03

Voluntary Retail Standards Conditions of the Award

This award reflects a carryover from Year 2 into Year 3 of \$76,834
Special conditions:

Grant recipients are required to attend Strategic Planning training and submit a revised strategic plan based on the training. More details on this requirement will be provided by Office of Partnerships in the near future.

Provide funding certification of the current year's budget for the retail foods regulatory program to demonstrate that these funds have supplemented, and not replaced, State allocations. If a decrease in allocations does occur during the cooperative agreement, a detailed justification must be provided to FDA for approval.

Facilities, work, training, and other expenses reimbursed under other funding mechanisms must remain distinct and separate from the cooperative agreement.

Agree to share strategies, documents, and other resources developed using cooperative agreement funds with other programs to advance conformance with the Retail Standards and reduce the occurrence of contributing risk factors associated with foodborne illness. Grantees may be asked to provide summaries of projects that may be publicly shared.

Contribute to the continuous improvement and advancement of the Retail Standards. Contributions may include participation in committee meetings, presentations, promotion of new strategies, and sharing of resources.

Future funding will be dependent on recommendations from the Project Officer. The scope of the recommendation will confirm that acceptable progress has been made in advancing conformance with the Retail Standards, continued compliance with all FDA regulatory requirements, and, if necessary, a corrective action plan has been implemented.

Funding restrictions:

These awards may only be used for advancing conformance with the Retail Standards and other projects that support the intended outcomes of the cooperative agreement program.

Allowable costs include:

- 1) Audiovisual materials such as videotapes, DVDs, public service announcements, etc.
- 2) Consultant services
- 3) Employee salaries, wages and fringe benefits
- 4) Rental, purchasing, calibration, and maintenance of supplies and equipment
- 5) Indirect costs
- 6) Recruitment costs for hiring new employees
- 7) Registration fees
- 8) Purchase or development of IT equipment, software, and support
- 9) Shipping and mailing of equipment and supplies
- 10) Travel
- 11) Speaker fees
- 12) Subcontracting to third parties (other than local/county/tribal agencies) is allowed but limited to 10% of each year's award.

Non-allowable costs:

- 1) Facilities, work, and training reimbursed under other funding mechanisms must remain distinct and separate from the cooperative agreement. The State must be able to account separately for fund expenditures, including employee salaries, wages, and benefits, under the food safety inspection contracts and other funding mechanisms and these cooperative agreements.
- 2) Vehicle purchases are not permitted.
- 3) Cooperative agreement funds may not be utilized for new building construction; however, remodeling of existing facilities is allowed, provided that remodeling costs do not exceed 10% of the grant award amount.
- 4) Please also refer to the HHS Grants Policy Statement for additional information regarding costs.

Reporting requirements:

When multiple years are involved, awardees will be required to submit the Non-Competing Continuation Grant Progress Report (PHS 2590) annually and financial statements as required in the HHS Grants Policy Statement.

A final progress report, invention statement, and the expenditure data portion of the Federal Financial Report are required for closeout of an award, as described in the HHS Grants Policy Statement.

The Federal Funding Accountability and Transparency Act of 2006 (Transparency Act), includes a requirement for awardees of Federal grants to report information about first-tier subawards and

executive compensation under Federal assistance awards issued in FY2011 or later. All awardees of applicable HHS grants and cooperative agreements are required to report to the Federal Subaward Reporting System (FSRS) available at www.fsrs.gov on all subawards over \$25,000. See the HHS Grants Policy Statement for additional information on this reporting requirement.

Mid-year progress reports must contain the elements below as applicable to their proposal and award, but are not limited to, the following:

1. Detailed progress report on the grantee meeting the project milestones identified in the proposal.
2. Status report on the hiring and training of food program personnel
3. Status report on the operational readiness of equipment, supplies, software, and other purchases using cooperative agreement funds.
4. Certification of current appropriation funding levels for the retail food regulatory program.
5. A strategic plan that accurately reflects when specific objectives and tasks have been, or will be, completed and/or implemented and when new objectives and tasks are identified to advance conformance with the Retail Program Standards. The strategic plan should include timeframes, responsible personnel, and other required resources.
6. Description of program improvements in achieving conformance with the Retail Program Standards and promoting more effective control of foodborne illness risk factors in.
7. Cooperative agreement project point of contact (including mailing address, telephone number, and email address) and designation of key personnel working on project.
8. Estimated unobligated balance, funds expended, and funds remaining on this project.
9. Any pending issues, concerns, or challenges encountered in accomplishing the planned work. Provide corrective actions and proposed solutions. Identify any additional support that can be provided by FDA.

The final program progress report must provide full written documentation of the entire project and summaries of accomplishments and goals, as described in the grant application. The documentation must be in a form and contain sufficient detail such that other agencies could reproduce the final project. The final program progress report should also detail the strategy to continue advancing conformance with the Retail Program Standards (current and future versions).

Monitoring Activities

The ORA Project Officer and Technical Advisor will monitor award recipients periodically. The monitoring may be in the form of face-to-face meetings, telephone conversations, e-mails, or written correspondence between the project officer/grants management officer and the principal investigator. Periodic site visits with officials of the recipient organization will occur, including program assessments and audits. The results of these monitoring activities will be recorded in the official cooperative agreement file and will be made available to the grant recipient, upon request, consistent with applicable disclosure statutes and FDA disclosure regulations. Also, the grantee organization must comply with all special terms and conditions of the cooperative agreement, including those which state that future funding of the project will depend on recommendations from the Project Officer and Technical Advisor.

The scope of the recommendation will confirm that:

- (1) There has been acceptable progress on the project;
- (2) there is continued compliance with all FDA regulatory requirements; and
- (3) if necessary, there is an indication that corrective action has taken place.

All formal correspondence/reports regarding the grant should be signed by an authorized institutional official and the Principal Investigator and should be sent to the attention of the grants management specialist, unless otherwise directed.

Failure to comply with the above stated Standard and Special Terms and Conditions could result in the suspension or termination of this grant project.

THE EXPANDED AUTHORITIES DO NOT APPLY TO THIS GRANT.

Project Officer, Cathy Hosman for inquiries and questions regarding programmatic aspects or concerns: Phone 781/587-7443/E-mail: catherine.hosman@fda.hhs.gov

Grants Management Specialist, Dan Lukash for inquiries and questions regarding administrative matters or financial concerns: Phone: 240/402-7596/E-mail: daniel.lukash@fda.hhs.gov

Direct inquiries regarding scientific programmatic issues to the official listed below.

Direct inquiries regarding fiscal and/or administrative matters to the grants management specialist listed below.

All formal correspondence/reports regarding the grant should be signed by an authorized institutional official and the Principal Investigator and should be sent to the attention of the grants management specialist, unless otherwise explicitly directed.

STAFF CONTACTS

Grants Management Specialist: Daniel Lukash

SPREADSHEET SUMMARY

GRANT NUMBER: 5U18FD004668-03

INSTITUTION: COUNTY OF WASHOE

Budget	Year 3	Year 4	Year 5
Salaries and Wages	\$5,000		
Personnel Costs (Subtotal)	\$5,000		
Consultant Services	\$96,691		
Equipment	\$14,000		
Supplies	\$2,000		
Travel Costs	\$9,400		
Other Costs	\$5,060		
TOTAL FEDERAL DC	\$132,151	\$63,000	\$63,000
TOTAL FEDERAL F&A	\$13,983	\$6,300	\$6,300
TOTAL COST	\$69,300	\$69,300	\$69,300